MMP Executive Committee Meeting (telephone conference call)
January 3, 2013

Members present: Janice Kalvig, Molly Kruckenberg, Steve Jackson, Donna McCrea, Regan de Victoria; Katie Beall, MMP Technical Support staff also attended

The minutes from the December 6, 2012 meeting were approved.

Technical Reports
Katie reported that the MMP is at 51.4% of its storage capacity. She has also been working on OCR issues and the ability to modify items in ContentDM without reloading them.

Outreach Reports
Katie reported that Jo Flick has been working on placing ContentDM and scanning training on the MSL's learning portal.

Election Results
The run-off election for Public Representative and Museums/Archives Representative was held in an open online meeting on December 13th. Thirteen directors of MMP contributing organizations cast votes and the results were the election of Regan de Victoria as Public Representative and Steve Jackson as the Museum/Archives Representative.

Contributor Survey Data Analysis
The data gathered from the Contributor Survey was reviewed. There were 18 responses from 15 institutions. The Committee agreed that the survey should not be re-sent to gather further responses. After discussion, the Committee decided that a corresponding user survey should be done as well, before any decisions are made on actions to take from the survey response.

> **Action:** Donna McCrea and Regan de Victoria will develop a user survey. The survey will be available via a web link and placed on the MMP website as well as other locations. Donna and Regan will develop a draft before the end of January and it will be reviewed at the February meeting. The survey will be made live in February.

> **Action:** Molly Kruckenberg will look at possible granting organizations and deadlines, as the survey data may be used for grant applications to help develop the MMP interface.

Project and Grant Updates
The Fallon County PPD and the Carnegie Library of Big Timber PPD were approved.

Other Business
Donna McCrea asked if there has been further research into the lengthy time required for downloading from the MMP site. Katie responded that OCLC was contacted and responded that there is no difference in download speeds if a site is hosted or local. Donna asked is Katie could research download speeds with other ContentDM sites. Katie will do so. Donna expressed concern that the time to download is leading to users leaving the site. She asked about use statistics. Katie noted that Google Analytics is used to gather statics on the site. She will send out monthly Google Analytics reports to the Committee.

Molly Kruckenberg mentioned that at the October meeting Sue Jackson noted that in 2013 she will embark on an information seeking project (RFI) to explore options about the possibility of alternate vendors, other than ContentDM with OCLC. This process could give the Committee additional information on how well ContentDM performs compared to other content management systems.

Action: Katie will research speeds of other ContentDM sites. Katie will send out monthly Google Analytics reports to the Committee.

February Meeting Date
The next meeting will be a telephone conference call on Thursday, February 7, 2013, at 9:00.